



IOM International Organization for Migration

## Vacancy Notice

<b>SVN Number</b>	AZVN2017-14
Position Title:	Project Coordinator (part time)
Duty Station:	Baku, Azerbaijan
Classification:	General Service Staff, Grade G4
Type of Appointment:	Special Short Term, with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	December 19, 2017

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Starting from December 2016 IOM is going to implement a regional project in the South Caucasus (SC) titled "Enhancing Mechanisms for Prevention, Detection and Treatment of HIV/AIDS and Tuberculosis among Migrant and Mobile Populations in the South Caucasus Countries". The project aims to contribute to enhancement of mechanisms for prevention, increased detection, referral and treatment of HIV/AIDS and Tuberculosis among migrant and mobile populations in the region considering age/gender and education of migrants as well as how these factors influence their experiences and needs.

Under the direct supervision of the Chief of IOM Mission in Azerbaijan, and in cooperation with relevant units in Regional Office in Vienna and Headquarters the successful candidate will be provide administrative and technical assistance in project implementation, coordination and reporting in accordance with the IOM policy and guidelines. In particular s/he will:

### **Core Functions / Responsibilities:**

1. Assist in carrying out daily tasks, implementation and monitoring of project activities.
2. Participate in the development of work plans and coordinate with other units to ensure compliance to timelines in accordance to the project document.
3. Develop and manage the implementation and monitoring of the administrative and operational activities of project ensuring that it is in accordance to the project document.
4. Provide inputs on new project opportunities, by preparing appropriate data and information to describe and justify project possibilities consistent with approved

- programmes and on-going activities of the IOM Mission in Azerbaijan. Review country activities and recommend programme or project improvements.
5. Verify that project expenditures are in compliance with approved budget of the project and inform any inconsistency to the supervisor; follow up for the timely submission of required projects' reports by consultants and contractors.
  6. Assist in preparation and logistical planning of various events such as meetings, workshops, conferences, seminars, etc. including the preparation of minutes.
  7. Liaise with implementation partners and stakeholders. Assist in conducting consultations with key stakeholders and suggesting appropriate awareness campaign strategies and options.
  8. Assist in the preparation of necessary project documents e.g. interim reports, letters, terms of references and agreements with consultants and service providers, etc.
  9. Maintain a systematic filing and updating of the project related documents (reports, letters, administrative documents, etc.).
  10. Provide support to the informal translation of information (reports, fact sheets, presentations, legislative and policy documents, etc.) relating to the Project (Azerbaijani to English or vice-versa) as required.
  11. Perform such other duties as may be assigned

## ***Required Qualifications and Experience***

### **Education**

1. University degree in Health Sciences or related field with two years relevant professional experience in health project development and implementation; or
2. High School Degree Certificate with at least four years of relevant professional experience;

### **Experience**

1. Relevant professional experience in project development, implementation and management of health-related projects, particularly on communicable diseases, at the national level;
2. Experience in project coordination and implementation including capacity building.
3. Experience in working closely with the relevant national institutions sector, civil society and the UN Agencies including liaising with governmental and diplomatic authorities as well as with international institutions;
4. Experience in handling contracts and financial management;
5. Experience in writing donor reports;
6. Knowledge of project monitoring and evaluation;
7. Solid knowledge of PCs and MS Office Software (Word, Excel, Outlook, Power Point, etc.);
8. Prior experience of working within the UN Common System or in an international/non-governmental organization a distinct advantage.

### **Languages**

Fluency in **English** and **Azerbaijani** is required.

Russian (intermediate) is an advantage.

## **Required Competencies**

### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### **How to apply:**

Interested candidates are requested to submit their application including the **most recent CV with a cover letter in English** by indicating **name of the position** applied with its **SVN number** in the subject line of the e-mail to [bakuhr@iom.int](mailto:bakuhr@iom.int) by the end of **19 December 2017**.

Please note that only shortlisted candidates will be contacted